

## **Entering On Duty Process Lesson Plan**

Note: This process is followed within the Department of Labor to facilitate the new employees' completion of forms, receiving the oath of office and obtaining building pass. Each Federal agency has a method that may be unique to their organization.

**Time Required:** 2 Hours

### **Objectives:**

During this portion of the orientation program participants will:

1. Complete federal forms
2. Receive the oath of office
3. Obtain Photo ID (building pass)

### **Resources Needed:**

#### **Materials:**

SF-52  
Standard & DOL Forms (See Sample #1)

#### **Equipment:**

TV  
VCR  
Video: "DOL: Helping America Work" (optional, if video is used in Departmental briefing)  
Pocket folders

## **I. Welcome and Introductions**

- A. Presenter(s) Welcome new employees to DOL  
Introduce yourself, giving details about your current position and your agency.
- B. Participants  
Ask participants to introduce themselves, stating their name, and what agency they will be working for.

## **II. DOL Overview**

Show Video  
Review DOL organization chart

## **III. Overview of Forms**

- A. Presenter (s)  
Gives a brief overview of what each form is and instructions for completing.
- B. Ask the group if they have any questions concerning the forms.
- C. Participants complete forms on site with assistance from presenter(s).
- D. Presenter (s) briefly reviews and certifies the forms of each participant.

## **IV. Oath of Office**

The Oath of office is administered by the presenter.  
Each participant should repeat after the presenter when taking the oath of office.

## **V. Security**

Presenter distributes background questionnaires and takes fingerprints.

## **VI. Tour of Building**

Presenter takes employees on a guided tour of key locations in DOL:

Credit Union  
Health Care Center  
Career Assistance Services  
Cafeteria  
Fitness Center  
Employee Express Kiosk  
Dry Cleaners

## **VII. ID Card**

- A. Presenter explains the types of ID cards and how to replace lost ID cards
- B. Presenter takes employees to Customer Service in Room S-1521 to obtain ID cards

## **VIII. Employees report to agency.**

## **ENTER ON DUTY (EOD) PACKAGES**

### **I. ALL EMPLOYEES receive the following:**

OPM-1635	Welfare to Work Program
SF-61	Appointment Affidavits
OF-306	Declaration for Federal Employment
SF-144	Statement of Prior Federal Service
DL1-65	Emergency Information*
Form 1-9	Employment Eligibility Verification
SF-256	Self Identification of Handicap
SF-177	Statement of Physical Ability for Light Duty Work
SF-181	Race & National Origin Identification
DL 1-388	Supplemental Information*
SF-1199A	Direct Deposit Sign-up Form <u>or</u> FMS-2231, Direct Deposit
SF-87	Fingerprint Chart

### **Security Forms, Where appropriate:**

SF-85	Temporary Not-To-Exceed (NTE) One Year and Career- Conditional Employees
SF85P	All executive Service (SES) and Schedule C Employees
SF-86	All employees who Will Have access to Top Security Information

**Tax Forms:**

W-2	Federal Income Tax Form
MW 507	Maryland State Income Tax Form
VA-4 (Rev. 12/88)	Virginia State Income Tax Form
D-4	District of Columbia Income Tax Form

Schedule EIC Earned Income Credit

**Other Forms:**

T.S. No.458	Fact Sheet on Advances in Pay
SF-1152	Designation of Beneficiary for Unpaid Compensation

Information About Department of Labor Identification Cards\*

Sexual Harassment Policy Memorandum

Negotiated Collective Bargaining Agreement (if in Bargaining Unit, e.g. Local 12 or NCFLL)

Employee Handbook

Employee Express Information

Department of Labor (DOL) Walk Around Pamphlet\*

Standards of Ethical Conduct for Employees of the Executive Branch Booklet

Notice to Employees About Child Support Delinquency Records Check

**II. ALL PERMANENT EMPLOYEES receive the following:**

**Benefits Materials**

SF-2817	Life Insurance Election
SF-2817-A	Federal Employees Group Life Insurance (FEGLI) Booklet
SF-2823	FEGLI Designation of Beneficiary Form
SF-2809	Health Benefits Registration Form
RI 70-1	1996 Federal Employees Health Benefits (FEHB) Guide
SF-3102	FERS Designation of Beneficiary Form
TSPBK08	Summary of the Thrift Savings Plan (TSP) for Federal Employees
(Revised 7/95)	

**III. ALL TEMPORARY EMPLOYEES receive the following:**

Temporary Employment Memorandum

\*DOL FORMS